

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB99-29

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: JTA SYSTEM VERSION 3.19.0 RELEASE

The purpose of this Information Bulletin is to inform you that the Job Training Partnership Division (JTPD) will release the Job Training Automation (JTA) system Version 3.19.0 on the weekend of June 5, 1999. The JTA system software will be available beginning Monday, June 7, 1999. A detailed description of the software changes is attached.

NOTE TO TIMESHARE SERVICE DELIVERY AREAS (SDA): This release will be installed over the weekend. Please do not access your system from Friday, June 4, 1999, at 6 p.m. through Monday, June 7, 1999, at 8 a.m.

NOTE TO STANDALONE JTA SYSTEM USERS: The release files can be accessed from the Shasta County Private Industry Council's server site on Wednesday, June 9, 1999.

This software release includes modifications and enhancements that are a result of calls to the JTA Help Desk and suggestions from SDA staff for improving the JTA system. We have received final regulations from the Department of Labor regarding the reporting of Welfare-to-Work (WtW) services and most of the changes in this release were made to comply with those guidelines. This release includes:

- Changes to the WtW Registration, Enrollment, Monthly Activity, Placement, and Termination screens. Changes were made in consultation with the WtW SDA advisory group. Every effort has been made to keep the impact of these changes on the SDAs to a minimum.
- Four reports detailing changes made to SDA data are available in the Report Input/Output Handler (RIOH). These scripts and reports are described in the "Scripts" section of the release notes.

- The WtW Placement Form has been renamed the WtW Employment Record Form. The SDAs will need to re-enter some information for cases already in their systems. Please see the description of the script named “EWPF” for details.

Release 3.18.0 must be installed prior to the installation of this release.

Should you have any questions regarding this JTA system release, please call the JTA Help Desk at (916) 653-0202.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

JOB TRAINING PARTNERSHIP ACT (JTPA) RELEASE NOTES SERVICE DELIVERY AREA (SDA) RELEASE 3.19.0

JTPA Module

Programs modified:

**Logs #4712 & #4698 (ESSN) Enter Social Security Number Modifications
(QCH) Query Client History**

The ethnicity fields in these programs have been modified to accept and display only one ethnicity.

Log #4711 (RDEN) Remove Duplicate Employer Names

References to Welfare-to-Work (WtW) Placement are changed to WtW Employment Record.

WtW Module

Programs modified:

**Log #4692 (EWRF) Enter WtW Application/Registration Form
(LWRF) Load WtW Application/Registration Form**

This program has been modified to:

- Remove fields: Employment Status, Recipient Status, Dependent SSN, Job Code, Job Title, Date Became Unemployed, Weeks Unemployed, Hourly Wage, Employer Number, Employer Name, Employer Address, City, State, Zip, and Phone.
- Add fields: Interviewer ID.
- Change: Item 20 "Months of Temporary Assistance to Needy Families (TANF) Assistance" to "TANF Assistance 30 Months or More, Yes/No"; Item 22 "Non-Custodial Parent" to include Custodial Caretaker Receiving TANF as an option; Item 29 "Education Status" to include No School as Option 9.

Items have been renumbered to allow for the removal and additions of fields. The load program has been updated to reflect these changes.

**Logs #4684 & #4693 (EWEF) Enter WtW Enrollment Form
(LWEF) Load WtW Enrollment Form**

This program was modified to:

- Remove fields: Employment Status and Work Participation Status.

- Add fields: Year of Appropriation as a required field and Agency Code as an optional field.
- Change: Item 03 "Assessment" to "Assessment Prior to Enrollment - Yes/No" and Item 04 "Assessment Date" is changed to an optional field and must be a date prior to the enrollment date.

Edits are placed on the Enrollment Code field so that:

- If Enrollment Code is 2, the enrollment date must be more than 90 days from the termination date of the previous application;
- If Enrollment Code is 3, the WtW grant code cannot be the same as any other WtW grant code with the same application number.

All references to the WtW Services table are removed. Enrollment date will check against grant control date so that SQL error 284 is not received.

Items have been renumbered to allow for the removal and additions of fields. The load program has been updated to reflect these changes.

Logs #4649 & #4694 (EMAF) Enter WtW Monthly Activity Record (LMAF) Load WtW Monthly Activity Record

The program has been modified to:

- Remove fields: Enrollment Date, Average Hours per Week (from Amount Expended by Activity), the entire Service Hours and Dollars Expended section, and Service Codes. The Activity Code 09 (Re-Employment Services) is no longer in use and is removed as an option. The WtW Services table is removed.
- Add fields: Item 02 "First Date Participant Served" as a required field. (The EMAF script will fill this field with the existing enrollment date. The First Date Participant Served must be after or the same as the enrollment date and before or the same as the current date.) Grant Code is added as a display-only field, and one new activity code (13—In-depth Assessment, Individualized Service Strategy, Case Management Services) is added. Numbers have been added to the screen to correspond to item numbers on the WtW forms.
- Change: Item 04 "Completion Date" to "Estimated Completion Date." Items have been renumbered to allow for the removal and additions of fields. The load program has been updated to reflect these changes.

**Logs #4649 & #4695 (EWER) Enter WtW Employment Record
(LWER) Load WtW Employment Record**

The program has been modified to:

- Add fields: Item 08 "Concurrent Employment - Yes/No" as a required field; Item 12 "Amount of Hourly Wage Subsidy" as a required field. The Hourly Wage Subsidy must be less than or equal to the Hourly Wage. Numbers have been added to the screen to correspond to item numbers on the WtW forms.
- Change: Form name from Enter Placement Information to Enter Employment Record and change the mnemonic from EWPF to EWER. Change the Sector Type Options from 1-Private Subsidized, 2-Public Subsidized, 3-Private Unsubsidized, 4-Public Unsubsidized, 5-Other to 1-Fully Subsidized, 2-Partially Subsidized, 3-Unsubsidized, 4-Unsubsidized at Entry.

Items have been renumbered to allow for the addition of fields.

The name of the load program is changed from Load WtW Placement Form to Load WtW Employment Record. The load program has been updated to reflect the stated changes.

**Log #4696 (EWTF) Enter WtW Termination of Active Enrollment Form
(LWTF) Load WtW Termination of Active Enrollment Form**

The program has been modified to:

- Remove fields: Completion Code, Completion Date, Completion Staff ID, Employment Status, Total Wages for Term Month, Amount of Temporary Assistance to Needy Families (TANF) Reduction and Amount of Other Reduction.
- Remove: Option 05 (Increased Wages) from Termination Codes.
- Add fields: Grant Code as a display-only field; Item 02 "Agency Code" as an optional field; Item 03 "Increased Wages - Yes/No" as a required field.

Items have been renumbered to allow for the removal and additions of fields. The load program has been updated to reflect these changes.

Log #4697 (EWFF) Enter WtW Follow-Up Information Form

The program has been modified to change all references to the WtW Placement Number to the WtW Employment Record Number.

Log #4709 (PWAR) Print WtW Client Action Report

This program has been modified to remove all references to the WtW Services Table. This table has been dropped. References to WtW Placement are changed to WtW Employment Record.

Log #4717 (PWPR) Print WtW Participant Summary Report

This program has been modified to use a Date First Participant Served instead of Enrollment Date when calculating counts. All references to Placement Number are replaced with Employment Record Number. A new section is added to this report that will display Unsubsidized Employment When Entering WtW and Placed in Subsidized Employment.

This report will count unique applications rather than cases, and it will not be generated if there are NULL sector types found. (The SDAs must re-enter information regarding sector types on EWPF. See the EWPF script description.)

Log #4681 (PWRL) Print WtW Registration Listing

This program has been changed to remove the Recipient Status Field. Months of Temporary Assistance to Needy Families (TANF) has been changed to TANF Greater than 30 months and will display as Yes/No.

Logs #4682 & #4710 (PWSR) Print WtW Status Roster

This program has been modified to remove all references to the WtW Services Table. This table has been dropped. The Completion Code and Completion Date fields are removed from this report. References to WtW Placement are changed to WtW Employment Record.

Log #4699 (CHL) Call History Load

This program has been modified and will no longer retrieve the Completion Code and Completion Date fields. These fields will be displayed as blank when participant information is viewed on QCH.

Scripts:

Several scripts will be executed to modify existing data in WtW tables to conform to the changes contained in this release:

- **EWRF**—This script will:
 - Update Item 20 (Months of TANF Assistance) to "1" if the current field is greater than or equal to 30 and to "2" if the current field is less than 30.
 - Update Item 22 (Non-Custodial Parent) to "4" if the current field is "3" and to "3" if the current field is "2" to allow for a new field "2."

- Add a new "Education Status" of 09.
- **EWEF**—This script will populate all existing WtW cases with a year of appropriation code of 1998. *A report named "WtWELIG" will be available in RIOH that shows:*
 - Returning enrollment cases (Enrollment Code 02) that have an enrollment date less than 90 days from the previous case's application date, or
 - Cases with the same grant code as another case within the same application period.
- **EMAF**—This script will:
 - Change the edit status of 09 (Re-Employment Services) to "N," as code 09 is no longer available. *A report named "WtWACTVY" will be available in RIOH that shows these cases.*
 - Add one new activity code (13) to the activity code table.
 - Populate Item 02 "Date First Participant Served" with the minimum enrollment date that was entered for all existing cases.
- **EWPF** (The mnemonic for this screen is changed to **EWER**)—This script will:
 - Remove old WtW sector types from the sector_type table.
 - Add the new sector types to the sector_type table.
 - Update any old sector type data to null.

A report named "WtWSECTOR" will be available in RIOH that shows these cases.

NOTE: The SDAs must re-enter information into the "Sector Type," "Concurrent Employment," and "Amount of Hourly Wage Subsidy" fields on cases already in the system.

- **EWTF**—This script will:
 - Change the edit status of 05 (Increased Wages) to "N" (Other), as code 05 is no longer available.

A report named "WtWTERMCD" will be available in RIOH that shows these cases.